



**Step #1 - Client Contact Information**

To submit your order  
 Fax to: (844) 813-6900 or  
 email to: order@xomark.com  
 Questions? Call us (800) 315-1910

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suite: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Cell:(\_\_\_\_) \_\_\_\_\_ Office:(\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_  
 Industry: \_\_\_\_\_ Order Date: \_\_\_\_\_ Sales Rep: \_\_\_\_\_

For office use only:

Newsletter Pricing		
Qty	Price	Per Piece
100	\$82	.82
150	\$120	.80
200	\$156	.78
250	\$190	.76
300	\$222	.74
350	\$252	.72
400	\$280	.70
450	\$306	.68
500	\$330	.66
550	\$352	.64
600	\$372	.62
650	\$390	.60
700	\$406	.58
800	\$448	.56
900	\$486	.54
1000	\$490	.49
2000	\$860	.43
3000	\$1230	.41
4000	\$1600	.40

**Step #2 - Personalization**

2 Color personalization (No additional cost per issue)  
 4 Color personalization (add \$59.00 per issue no limit) Initials   
 Can be changed prior to any upcoming deadline

**Step #3 - Mail Service/Extras**

Mail svcs (39¢ per pc. incl. postage, folding, tabbing labeling)  
 No mail Service (\$17.50 shipping per issue) Initials   
 Extras (\$9.50 shipping per issue) Initials

Start month: \_\_\_\_\_

**Step #4 - Pieces & Pricing**

Total newsletters: \_\_\_\_\_  
 Amt. to be mailed: \_\_\_\_\_  
 1st issue \$ \_\_\_\_\_  
 \*One-time set up fee \$ \_\_\_\_\_  
 4 Color option \$ \_\_\_\_\_  
 Postage \$ \_\_\_\_\_  
 Shipping \$ \_\_\_\_\_  
 Total startup cost \$ \_\_\_\_\_

**Step #5 - Purchase Authorization**

I authorize Exodus Marketing to charge my credit card for the Total startup Cost listed in STEP #4. 1st issue, set up fee, postage/shipping & 4-color option (if applicable). I understand that I will be charged for my second issue and all subsequent issues on the 1st of the month approx. 30 days prior to the issue month. All newsletter issues are charged for the newsletters, any applicable color option and postage **only**. All changes to mailing lists, photos, and logos and are free of charge.

\*The "one-time set up fee" covers all set up procedure costs including plate charges, database set up, database maintenance and changes to your personalization, photo(s), logo(s) and increases/decreases to mailing list counts for the life of your newsletter subscription. The one-time set up fee is non-refundable. Initials

The minimum newsletter order size is based on 100 piece pricing

**Step #6 - Payment Method**

CC or Acct #: \_\_\_\_\_ Exp: \_\_\_\_\_ / \_\_\_\_\_  
 Name on Card/Acct: \_\_\_\_\_ CV2: \_\_\_\_\_  
 Billing Add: \_\_\_\_\_  
 Billing City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**For eCheck / ACH Bank Draft**

Routing#: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Acct. Type:  Checking  Savings

**Step #7 - Charge Authorization**

I authorize Exodus Marketing to initiate debit or credit entries to my payment method as indicated by the amount owed on this publication order form, and to debit or credit all subsequent newsletter issues postage/shipping and applicable color preferences. If this item or items are dishonored, I authorize additional returned item fees to be charged to the account for each return item as allowed by law or remedies through the collection process. I, the undersigned, have read, initialed and fully acknowledge the above terms and conditions.

Authorized Name (print): \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Step #8 - Subscription Agreement

To submit your order
Fax to: (844) 813-6900 or
email to: order@xomark.com
Questions? Call us (800) 315-1910

To ensure a clear understanding of your purchase, Exodus Marketing requires this subscription agreement to be completed in full and initialed with the assistance of an authorized Exodus Marketing representative.

This agreement is between \_\_\_\_\_, an individual, (herein after referred to as 'SUBSCRIBER') and Exodus Marketing (herein after referred to as 'EXODUS'). This agreement clearly lays out your obligations to your newsletter subscription and our obligations to you the SUBSCRIBER.

Section 1. PUBLISHING AGREEMENT - 'SUBSCRIBER' understands that newsletters are produced month-to-month. Prices are based on the price list on the Publication Order Form. Production does not automatically stop after each issue and continues on our regular printing schedule. All cancellation requests must be received in writing with a signature, either by fax or US Mail, prior to the deadline as outlined in Section 4 of this agreement. There is no HOLD POLICY. It is NOT POSSIBLE for newsletter subscriptions to be put on hold.

Initials [ ]

Section 2. PAYMENT & BILLING POLICY - All subscriptions are pre-paid prior to personalization and printing. All newsletter services are charged on the 1st of the month for the following month's issue. Accounts are past due if your payment method declines. Past due accounts that remain unpaid after 10 days may be sent to collections. A declined payment method does not stop production and newsletters are still printed as scheduled.

Initials [ ]

Section 3. SUBMISSION OF PERSONALIZATION - ALL personalization & mailing lists must be received through the online portal. (http://my.xomark.com) Content received through any other means can't be accounted for. You'll receive your customer number, password and instructions upon processing of a completed Publication Order Form & Subscription Agreement. The printing of newsletters is not contingent on the submission of personalization. Submitted content is the will of the SUBSCRIBER. SUBSCRIBER is responsible for the accuracy of all submitted content. A proof of personalization will be available on the SUBSCRIBER dashboard for review and approval prior to printing. However, neglecting to approve a proof does not halt or hold the printing/shipping process. Exodus makes every effort to correct spelling and basic grammar on submitted content. Neglected proofs that result in a re-print request of printed/approved content may incur a re-printing charge.

Initials [ ]

Section 4. DEADLINES, CHANGES & CANCELLATIONS - ALL newsletter changes or cancellations MUST be submitted BEFORE the issue deadline (the 1st of the month for the following month's issue). Meaning, on the 1st of the month THE DEADLINE HAS PASSED. If no changes are submitted, newsletter personalization will remain AS IS in accordance with the SUBSCRIBER'S previous issue. A proof is not sent if no changes are submitted. Submitted changes to your newsletter are followed by a PDF proof and is made available on the SUBSCRIBER dashboard for review and approval. As a reminder, a courtesy email is sent 5-7 days before your deadline. It is the SUBSCRIBER'S responsibility to meet the deadline for changes under all circumstances.

Initials [ ]

Section 5. MAILING SERVICE - Mail services are for the record count of the submitted mailing list. We suggest the SUBSCRIBER be included on the mailing list to witness the mail process. SUBSCRIBER acknowledges that adding addresses to the mailing list will increase newsletter and postage counts, which increase costs according to the pricing schedule on the Publication Order Form. You may request EXTRAS. Extras are any newsletters printed above the total of your mailing list record count. EXTRAS are shipped via FedEx Ground to allow for tracking and quality delivery to your location. Control of EXTRAS are managed on the customer portal. All newsletters, either with or without mail service, are guaranteed to be mailed/shipped no later than the 1st week of the issue month. SUBSCRIBER understands that Exodus has no influence or control over timetables/delivery schedules or changes by the United States Postal Service. All mailing lists and client information are fully protected under the Exodus corporate privacy policy which can be found at http://xomark.com/exodus-marketing-privacy-policy

Initials [ ]

No portion of this agreement can be altered or waived without written authorization

I have read, initialed and agree to the above terms, conditions and policies.

Authorized Name (print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_